



PO Box 456 Danville, PA 17821 | (570) 336-2060 | RStoudt@MontourRec.com

February 9, 2015 Regular Meeting Agenda

7:00pm Danville Borough building - 239 Mill St, Danville, PA 17821

Call to Order

Officer Reports

- President / Treasurer Reports (Mike Mills)
 - welcome of Chris Johns – DASD representative
- Secretary's Report (Tyler Dombroski)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Bill Hause)
- Riverside Borough (Mike Maize / Mike Smith)
- Montour County (Commissioner Jerry Ward)
- Danville Area School District (Chris Johns)

Public Comment

Assistant Director's Report (Jon Beam (page 7))

Director's Report (Bob Stoudt) (pages 8 – 14)

- Approval of Director's expense report

Old Business

- Montour Preserve

New Business

- 2015 Mowing/Lawn Care invitation to bid (**provided separately**)
- 2015 MARC priorities (**provided separately**)

Other Items

Adjournment

next meeting: March 9, 2015

MARC 2015 Checking Register (Service 1st Account)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	Debit (-)	Credit (+)	Account Balance
				2015 beginning balance					21,693.37
automatic payment	1/31/15	2/4/15	1/1 - 1/31/15	US Treasury (Q4 taxes)	payroll taxes		1,410.74		20,282.63
automatic payment	1/31/15	2/4/15		PA Dept. of Revenue (Q4 taxes)	payroll taxes		176.52		20,106.11
deposit	1/6/15	2/4/15	1/1 - 1/31/15	deposit	Commissioners' Tourism Fund Grant - River Towns Race Series advertising	Commissioners' Tourism Fund Grant - RTRS		15,000.00	35,106.11
4866	1/19/15	2/4/15	1/1 - 1/31/15	Robert Stoudt (1/12/15 expense report)	\$762.13 Humdinger advertising; \$369.90 Marathon advertising; \$255.00 Montour Preserve misc. expense; \$96.47 River Towns Race Series advertising; \$121.00 River Towns Race Series awards ceremony (awards/prizes)	(1,228.50) Commissioners' Tourism Fund grant - RTRS	1,604.50		33,501.61
4867	1/19/15	2/4/15	1/1 - 1/31/15	Press Enterprise (advertising of 2015 meeting schedule)	misc. expenses		68.78		33,432.83
4868	1/19/15	2/4/15	1/1 - 1/31/15	The Daily Item (advertising of 2015 meeting schedule; advertising of Ass't Director opening)	misc. expenses		265.50		33,167.33
4869	1/19/15	2/4/15		Jon Beam (payroll 12/27/14 - 1/9/15)	payroll - Beam		47.20		33,120.13
4870	1/19/15	2/4/15	1/1 - 1/31/15	Robert Stoudt (payroll 12/27/14 - 1/9/15)	payroll - Stoudt		981.37		32,138.76
4871	1/19/15	2/4/15	1/1 - 1/31/15	Starr Portables (PPL EBRA)	PPL East Branch Rec Area maintenance		480.00		31,658.76
4872	1/19/15	2/4/15	1/1 - 1/31/15	Ted Heaps Container Service (PPL EBRA)	PPL East Branch Rec Area maintenance		25.00		31,633.76
4873	1/19/15	2/4/15	1/1 - 1/31/15	ASCAP (music licensing fee)	misc. expenses		335.00		31,298.76
4874	1/19/15	2/4/15	1/1 - 1/31/15	Verizon	telephone		45.58		31,253.18
deposit	1/20/15	2/4/15	1/1 - 1/31/15	deposit	\$15,000 Montour County annual contribution; \$1,835 Humdinger registrations; \$1,280 Marathon registrations; \$47.37 donations - Montour Preserve maple sugaring			18,162.37	49,415.55
4875	1/24/15	2/4/15	1/1 - 1/31/15	Jennifer Kline (RTRS 2014 season champion prize)	RTRS awards ceremony awards/prizes		250.00		49,165.55
4876	1/27/15	2/4/15		Jon Beam (payroll 1/10 - 1/23)	payroll		66.87		49,098.68
4877	1/27/15	2/4/15		Robert Stoudt (payroll 1/10 - 1/23)	payroll		1,152.13		47,946.55
automatic payment	2/2/15	2/4/15		PA UC Fund	payroll taxes		4.03		47,942.52
automatic payment	2/2/15	2/4/15		Danville Area Earned Income Tax Office	payroll taxes		94.88		47,847.64
automatic payment	2/16/15	2/4/15		US Treasury (January payroll taxes)	payroll taxes		668.82		47,178.82
automatic deposit	1/20/15	2/4/15	1/1 - 1/31/15	Ultra Signup (automatic deposit of Montour 24 race registrations)	Montour 24 registrations			330.00	47,508.82

MONTOUR AREA RECREATION COMMISSION
PO BOX 456
1778 OAKWOOD DR
DANVILLE PA 17821



Statement Period: 01/01/2015-01/31/2015

Page 1 of 2

Summary of Accounts:

Savings	Ending Balance	YTD Dividend	Account Number: 584727
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	49,744.27	0.00	
Total	49,749.27	0.00	

Authorized Signer(s): ROBERT T STOUDT, MICHAEL B MILLS

ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			5.00
Jan 31		Ending Balance			5.00

ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jan 1		Balance Forward			25,185.57
Jan 2		Draft 004863		-1,059.89	24,125.88
Jan 2		Draft 004861		-1,255.09	22,870.79
Jan 5		Draft 004860		-87.54	22,783.25
Jan 5		Draft 004858		-150.00	22,633.25
Jan 5		Draft 004862		-788.71	21,844.54
Jan 6		Deposit by Check	15,000.00		36,844.54
Jan 6		Draft 004854		-25.00	36,819.54
Jan 6		Draft 004864		-81.17	36,738.37
Jan 20		Deposit ACH Ultra Signup TYPE: ONLINE REG ID: 1943365114 CO: Ultra Signup	330.00		37,068.37
Jan 20		Deposit by Check	18,162.37		55,250.74
Jan 20		Draft 004868		-1,804.50	53,646.24
Jan 21		Draft 004870		-981.37	52,664.87
Jan 22		Draft 004865		-40.00	52,624.87
Jan 23		Draft 004874		-45.58	52,579.29
Jan 26		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000		-88.78	52,510.51
Jan 26		Draft 004868		-285.50	52,245.01
Jan 28		Draft 004875		-250.00	51,995.01
Jan 29		Draft 004873		-335.00	51,660.01
Jan 30		Withdrawal ACH IRS TYPE: USATAXPYMT ID: 3387702000 CO: IRS		-1,410.74	50,249.27
Jan 30		Draft 004872		-25.00	50,224.27
Jan 30		Draft 004871		-480.00	49,744.27
Jan 31		Ending Balance			49,744.27
		Total Deposits 33,492.37			
		Total Withdrawals 8,933.67			

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Account Number: 584727 **Statement Period:** 01/01/2015-01/31/2015



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Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jan 6	<input type="checkbox"/> 004854	25.00	Jan 6	<input type="checkbox"/> 004864	61.17	Jan 30	<input type="checkbox"/> 004871	480.00
Jan 5	<input type="checkbox"/> 004858*	150.00	Jan 22	<input type="checkbox"/> 004885	40.00	Jan 30	<input type="checkbox"/> 004872	25.00
Jan 5	<input type="checkbox"/> 004860*	87.54	Jan 20	<input type="checkbox"/> 004886	1,604.50	Jan 29	<input type="checkbox"/> 004873	335.00
Jan 2	<input type="checkbox"/> 004861	1,255.09	Jan 26	<input type="checkbox"/> 004867	68.78	Jan 23	<input type="checkbox"/> 004874	45.58
Jan 5	<input type="checkbox"/> 004862	788.71	Jan 26	<input type="checkbox"/> 004868	265.50	Jan 28	<input type="checkbox"/> 004875	250.00
Jan 2	<input type="checkbox"/> 004863	1,059.69	Jan 21	<input type="checkbox"/> 004870*	981.37			

* denotes skipped sequence

	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

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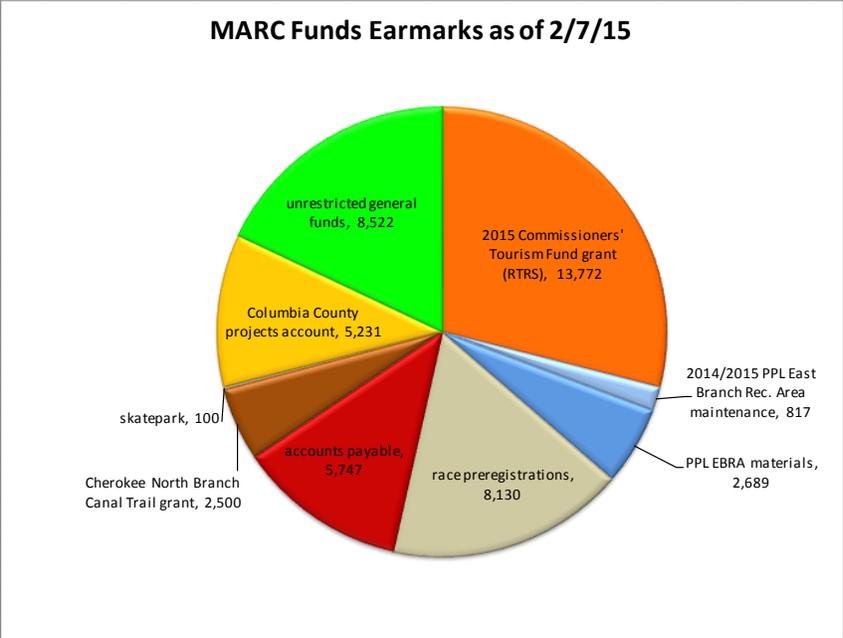
MARC Checking Account Reconciliation - Service 1st Account			
Updated 2/4/15			
ending balance from 1/31/15 bank statement		49,744.27	
deposits not yet credited (detailed below)		-	
subtotal		49,744.27	
withdrawals not yet debited (detailed below)		2,235.45	
balance (should agree with checkbook)		47,508.82	
actual checkbook balance		47,508.82	
difference		-	
deposits not yet posted		date	amount
		TOTAL	-
withdrawals not yet cleared		date	amount
4688	Henry McElroy (2013 RTRS prize winner)	02/27/14	25.00
AP	PA Dept of Revenue (Q4 2014 taxes)	01/31/15	176.52
4869	Jon Beam (payroll 12/27/14 - 1/9/15)	01/19/15	47.20
4876	Jon Beam (payroll 1/10 - 1/23)	01/27/15	66.87
4877	Robert Stoudt (payroll 1/10 - 1/23)	01/27/15	1,152.13
automatic payment	PA UC Fund	02/02/15	4.03
automatic payment	Danville Area Earned Income Tax Office	02/02/15	94.88
automatic payment	US Treasury (January payroll taxes)	02/16/15	668.82
		TOTAL	2,235.45

MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2015 Commissioners' Tourism Fund grant (RTRS)	13,772
2014/2015 PPL East Branch Rec. Area maintenance	817
PPL EBRA materials	2,689
race preregistrations	8,130
accounts payable	5,747
Cherokee North Branch Canal Trail grant	2,500
skatepark	100
Columbia County projects account	5,231
unrestricted general funds	8,522
TOTAL RESTRICTED	38,987
ACTUAL CHECKBOOK BALANCE (2/7/15)	47,509

ACCOUNTS RECEIVABLE	
Hess Field user fees	800
	800

RESTRICTED FUNDS	
accounts payable	5,747
	5,747



ASSISTANT DIRECTOR'S REPORT

The 2015 Maple Sugaring season at Montour Preserve is proceeding nicely. A press release about upcoming sugaring programs and emails to teachers who participated in past years resulted in a number of contacts to schedule programs. To date ten schools, one child care and a garden club are scheduled for maple sugaring programs. Two maple sugaring open house days for the general public are also scheduled with the first on Saturday, February 28 and the second, Sunday, March 8 from noon to 4 p.m. on both days.

In preparation for the maple sugaring season, MARC will hold a work day on Monday, February 16, to ready equipment for the upcoming season. An email announcement will go out this week to confirm the time and date with volunteers.

Jon Beam
2/4/15

DIRECTOR'S REPORT

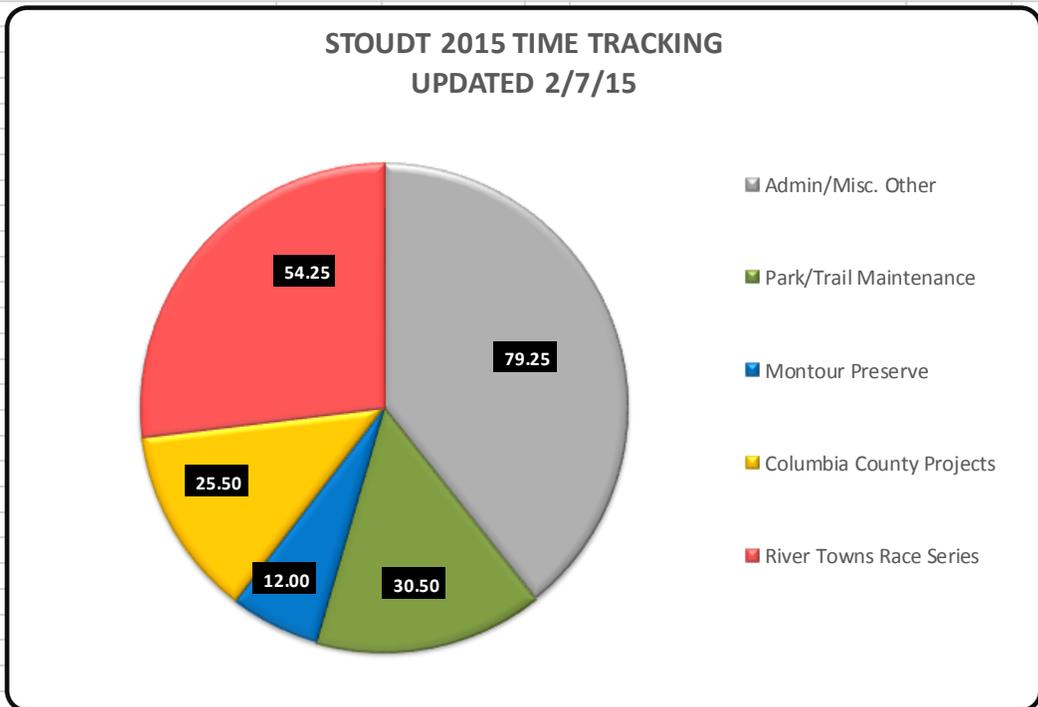
Director's January Time Tracking

January 2015		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Project Monthly Total Hours
	Admin / Misc. Other	0.50	3.50	0.50	0.25	1.50	2.50	2.00	3.50	6.25	0.50	0.75	6.00	1.50	1.75	2.00	2.50	0.50	0.75	4.50	3.50	1.00	1.50	4.00			0.25	0.75	3.00	1.00	0.75	57.00	
park maintenance	Hess Recreation Area		0.25		0.25	0.25	0.25	0.25	0.25	0.25	0.25		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25		0.25		0.25	0.25	0.25	0.25	6.25	
	Hopewell Park / Borough Farm					0.25									0.50							0.25										1.00	
	North Branch Canal Trail		0.25			0.25			0.25	0.25					0.50	0.75	0.50	0.75	3.00		1.50	0.25				1.50	3.25	0.50	1.50	2.50		17.50	
	NBCT - Greenways signage grant																						1.50			0.50	0.50					2.50	
	PPL East Branch Rec Area							0.25															0.25					1.00				1.50	
	River Road Trailhead Parcel														0.25																	0.25	
Montour Preserve	Montour Preserve admin						0.50	0.25								0.50			0.25	0.25		0.25							0.25	0.75	3.00		
	Montour Preserve maple sugar		0.25			0.25	1.75	0.50	0.50					0.25	0.25	0.50														0.25		4.50	
	Montour Preserve other																																
Columbia County	Columbia Co. admin/misc.																			0.25												0.25	
	Columbia Co. NB. Canal Trail					1.75	0.25								0.75	0.50					1.50	0.75			1.50	3.25	4.50	2.50	2.25	2.50		22.00	
	Columbia Co. concessionaires		0.25																		0.25											0.50	
	Columbia Co. mapping																																
	Columbia Co. other					0.75																										0.75	
	Columbia Co. other																																
River Towns Race Series	RTRS Admin / Misc.	0.50	0.50	3.75	2.75			0.25	3.00	2.25	2.00	0.50	0.50	0.25	0.25																	16.50	
	RTRS Awards Luncheon	0.25									0.25		0.50							0.25	0.25	1.50	6.00	10.50							19.50		
	Humdinger	0.25				0.25	0.25							0.25	0.25	0.25					0.25	0.25								0.25	2.25		
	Marathon																												0.25			0.25	
	World's End																																
	Robbins Run																																
	Montour 24 Endurance Runs																											1.00				1.00	
	Chilli Challenge																																
DAILY TOTALS		0.50	5.50	1.00	4.25	4.75	7.75	3.50	5.25	9.75	3.25	3.00	6.75	1.75	4.00	5.00	4.75	2.00	4.25	5.75	7.00	1.75	4.00	13.00	10.50	3.75	7.25	6.50	7.25	5.75	5.75	125	156.50
BIWEEKLY PAYROLL TOTAL		45.50										73.50										37.50											
PAYROLL PERIOD		1										2										3 (part)											

DIRECTOR'S REPORT (continued)

Director's 2015 Year-to-Date Time Accounting

2015 STOUdT TIME ACCOUNTING updated 2/7/15			2015 STOUdT TIME ACCOUNTING (GROUPED BY CATEGORY) updated 2/7/15		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)	TASK	HOURS	COST W/ TAXES (\$21.75/hr)
Admin / Misc. Other	79.25	\$ 1,723.69	Admin/Misc. Other	79.25	1,723.69
Hess Recreation Area Maintenance	7.25	\$ 157.69	Park/Trail Maintenance	30.50	663.38
Hopewell Park/Borough Farm Maint.	1.25	\$ 27.19	Montour Preserve	12.00	261.00
North Branch Canal Trail	17.75	\$ 386.06	Columbia County Projects	25.50	554.63
NBCT - Greenways Signage Grant	2.50	\$ 54.38	River Towns Race Series	54.25	1,179.94
PPL East Branch Recreation Area	1.50	\$ 32.63	2015 YTD TOTALS	201.50	4,382.63
River Road Trailhead Maintenance	0.25	\$ 5.44			
Montour Preserve Admin	5.50	\$ 119.63			
Montour Preserve Maple Sugaring	6.50	\$ 141.38			
Montour Preserve Other	-	\$ -			
Columbia County Admin/Misc	0.25	\$ 5.44			
Columbia Co. North Branch Canal Trail	22.00	\$ 478.50			
Columbia Co. Concessionaires	2.50	\$ 54.38			
Columbia County Mapping	-	\$ -			
Columbia County Other	0.75	\$ 16.31			
Columbia County Other 2	-	\$ -			
RTRS Admin/Misc.	23.50	\$ 511.13			
RTRS Awards Luncheon	22.00	\$ 478.50			
Humdinger	7.50	\$ 163.13			
Marathon	0.25	\$ 5.44			
World's End	-	\$ -			
Robbins Run	-	\$ -			
Montour 24	1.00	\$ 21.75			
Chilli Challenge	-	\$ -			
2015 YTD TOTAL HOURS	201.50	\$ 4,382.63			



DIRECTOR'S REPORT (continued)

GRANTS

- Montour County Commissioners' 2014 Tourism Fund grant
 - Close-out report submitted to CMVB on 1/4/15
 - Audit materials delivered to Ozark & Shultz Accounting on 1/5/15; audit report anticipated within 30 days

- Montour County Commissioners' 2015 Tourism Fund grant
 - \$15,000 received on 1/5/15 for 2015 River Towns Race Series advertising and promotion
 - \$1,228.50 spent year-to-date on advertising/promotion

- Merck Cherokee donation
 - MARC received \$2,500 on 11/17/14 to be used solely for North Branch Canal Trail expenses; no funds have been expended to date

- Susquehanna Greenway 2014 Mini-Grant Program
 - Public meeting held on 1/26 (hard copies available at meeting)
 - Sign design will begin this month

- DCNR 2015 Community Conservation Partnership Program grants
 - Stoudt is working with Brinkash & Associates to investigate engineering for the four anticipated bridges along the North Branch Canal Trail
 - Stoudt met with Wes Fahringer, DCNR Region 4 Coordinator/Recreation & Parks Advisor, to determine whether DCNR grant funds can realistically be used for bridge construction; pending engineering cost estimates and permitting, Stoudt will further consider submitting an application in April

- Williams Transco Pipeline Atlantic Sunrise Project / The Conservation Fund Environmental Stewardship Program
 - In partnership with the Susquehanna Greenway Partnership, Stoudt submitted a grant proposal on 1/30 for North Branch Canal Trail construction between Danville, Catawissa and Bloomsburg
 - Grant proposals will be reviewed and additional information will be requested
 - No decision timeline is known at this time

- Other
 - Jon Beam has been tasked with investigating environmental education grant opportunities that might be used to support programming at the Montour Preserve and other locations in and around Montour County

DIRECTOR'S REPORT (continued)

PROJECTS

- Montour Preserve maple sugaring
 - (see Assistant Director's report on p. 7)
 - \$6,300 has been donated to MARC's maple sugar fund at the Central Susquehanna Community Foundation

- Hess Recreation Area
 - Road gate closed on 2/1 because of dangerously icy road and parking lot conditions; foot traffic is still welcome
 - Skatepark
 - Boy Scout Troop 39 is constructing a fire pit adjacent to the homemade pit currently at the site; work will be finished later this spring as weather permits
 - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
 - Ballfields (no change since last meeting)
 - Baseball field is nearly unusable; Stoudt recommends converting to lacrosse/multi-purpose use
 - Portions of outfield fencing repeatedly damaged by flooding should be removed
 - Road (no change since last meeting)
 - MARC should consider a chip & tar coating of the road in 2015 to extend the road's expected useful life; cost estimates will have to be sought this spring
 - Other
 - One Eagle Scout candidate is moving forward with construction of six new ADA-compliant picnic tables to replace those in the pavilion
 - A second Eagle Scout candidate will be constructing and installing six benches along the trails at the park

- PPL East Branch Recreation Area
 - Stoudt met on 11/21 with PPL representatives to consider options for managing costs in 2015 and beyond
 - PPL will draft a revised lease agreement for MARC's consideration to begin when the current agreement expires on April 30, 2015
 - Sports fields will reopen to group play in spring 2015
 - \$817.32 remains earmarked in our account for site maintenance through April 30, 2015
 - \$2,689.11 remains earmarked in our account for EBRA supplies; a portion of these funds will need to be used to purchase a new, sturdier shed

DIRECTOR'S REPORT (continued)

PROJECTS (continued)

Hopewell Park / Danville Borough Farm

- Trails have been reopened to use seven days/week after having been closed during the firearms deer season
- No incidents were reported during the firearms season
- MARC must continue to monitor/maintain trails as required by the MOU with Danville Borough
- MARC must make one additional fix along the trails to correct concerns raised by Danville Borough and the Montour County Conservation District
- Trail brochures have been created and distributed; content is now posted to MARC's website
- Stoudt will meet with Dan Knorr this week to discuss proposed 2015 trail construction

RIVER TOWNS RACE SERIES

- 2015 River Towns Race Series pre-registrations as of 2/8/15:
 - Humdinger/Half-Dinger/Double-Dinger: **300 (SOLD OUT!)**
 - River Towns Marathon/Half-Marathon: **203**
 - World's End 50k/100k Ultramarathon: **45**
 - Robbins Run 5k/10k: **6**
 - Montour 24 Endurance Runs: **27**
 - Chilli challenge: **registration not yet open**

OTHER NOTES

- MARC, the Danville Business Alliance and the Columbia-Montour Visitors Bureau are working with Dr. Heather Feldhaus and the Bloomsburg University Center for Community Research and Consulting to do an economic impact study of the proposed North Branch Canal Trail; final report expected spring 2015
- MARC is partnering with the Columbia Montour Visitors Bureau, Columbia County GIS, PPL and other partners to produce a comprehensive Google Earth map of outdoor recreation in Montour and Columbia Counties; first draft expected winter 2014/2015
- Stoudt has worked 210.75 of the contracted 200 hours for the Columbia County services contract; \$5,231.21 remains earmarked in MARC's account

DIRECTOR'S REPORT (continued)

UPCOMING EVENTS AND MEETING

- 2/10 meeting w/ PPL re: Montour Preserve (tentative)
- 2/11 Montour County Task Force meeting
- 2/12 North Branch Susquehanna River water trail meeting
- 2/16 Montour Preserve maple sugaring work day
- 2/19 mowing contract site visits
- 2/21 Montour Preserve maple sugaring work day
- 2/26 mowing contract site visits (snow date)
- 2/28 Montour Preserve maple sugaring open house
- 3/2 – 3/6 Montour Preserve maple sugaring school groups
- 3/2 – 3/6 Humdinger work days (to be announced)
- 3/7 HUMDINGER
- 3/8 Montour Preserve maple sugaring open house
- 3/9 – 3/13 Montour Preserve maple sugaring school groups
- 3/9 – 3/13 Humdinger cleanup work days (to be announced)
- 3/9 MARC meeting